

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 153

December 21, 2005

POSITION: Clerical Specialist

DEADLINE TO APPLY: January 5, 2006

CLASSIFICATION: Clerical Specialist
DEPARTMENT: Hamilton County Personnel
LOCATION: 138 East Court Street, Room 707
Cincinnati, OH 45202
WORK HOURS: 80 biweekly (Monday - Friday 8:00 A.M. - 4:30 P.M.)
FLSA STATUS: Hourly/Non-Exempt
SALARY: \$11.80 - \$15.58 per hour (Salary based on experience)

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

Completion of secondary education with coursework in office practices and procedures and one (1) year related experience; or equivalent combinations of training and/or experience which evidences an advanced knowledge of office practices and procedures and demonstrable skill in typing.

Listed below is a brief summary of the JOB DUTIES:

Accepts, processes, compiles and verifies documents and information of a precise, technical or special nature (e.g., incoming applications and resumes, incoming mail); reviews documents to ensure accuracy and completeness; processes documents and information received in accordance with established procedures. Prepares, maintains and updates various records and reports, using Paradox, Excel and/or Access databases when applicable (e.g., posting and applicant database files); gathers, compiles and summarizes data; searches, retrieves and files documents. Using personal computer, performs routine clerical duties for personnel officers (e.g., types correspondence, postings, forms, reports, and other documents; proofreads typed material and makes necessary corrections; reproduces and distributes documents); distributes bus stickers to county volunteers; opens incoming mail and distributes to appropriate personnel; prepares and maintains packets for induction meetings; updates the Jobs Hotline. Answers incoming telephone calls and responds to inquiries and complaints, referring difficult or sensitive issues to appropriate personnel; greets and assists applicants/visitors coming into personnel office; performs other related duties as assigned. Demonstrates regular and predictable attendance. Maintains paper supplies of copiers and fax machines in office; sets voicemail and locks files and doors at end of work shift; may assume duties of supervisor in his/her absence.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

E-MAIL your resume to: applyonline@hamilton-co.org

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.